

6 FAH-2 H-330 PROCUREMENT REQUEST PACKAGE (PRP)

(TL: CORH-1; 08-21-1997)

6 FAH-2 H-331 PURPOSE AND USE

(TL: CORH-1; 08-21-1997)

(State Only)

a. The guidelines for the preparation and processing of Procurement Request Packages (PRPs) apply to all acquisitions by sealed bidding or negotiation methods and cover the acquisition of supplies, services, materials, equipment, construction, information technology, telecommunications, and orders against indefinite delivery contracts.

b. The PRP is prepared by the requirements office (normally the COR) when the estimated cost/price of the requirement will exceed the simplified acquisition threshold. With the PRP, the COR notifies the Contracting Officer to begin the process to award a contract. The PRP serves as the foundation for the entire acquisition and must, therefore, be as thorough as possible in order that the resulting contract reflects the needs of the requirements office. Using this information, contracting personnel will prepare the solicitation; coordinate the actions resulting in contractor selection; and prepare a contract setting forth the requirements, responsibilities, and provisions governing contractor performance.

6 FAH-2 H-332 PRP FORMAT

(TL: CORH-1; 08-21-1997)

(State Only)

a. Forms DS-1969 Procurement Request Form (Domestic) and DS-1970 Procurement Request Form (Abroad) serve as a cover page where pertinent information is recorded and provide a checklist for required attachments. (See 6 FAH-2 H-332 Exhibit H-332A and 6 FAH-2 H-332 Exhibit H-332B .) The forms and the attachments then form the complete procurement request package. The DS-1969 is mandatory for use by all domestic requirements offices; the DS-1970 is optional for use by requirements offices abroad.

b. CORs should check with their contracting officers as to which attachments must be submitted with the form. For example, a contracting officer may decide that it is not necessary for the requirements office to submit a technical evaluation plan at the time that the request is submitted, as long as the plan is submitted before the proposals are received.

c. The forms contain a block-by-block explanation on the reverse side. The following is a discussion of the attachments listed in Block 9 of the form(s).

6 FAH-2 H-332.1 Attachments

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(State Only)

a. In addition to completing the form, the requirements office must attach the appropriate supporting documents. The requirements office should consult with the

Contracting Officer to determine which attachments are required at the time the request is submitted.

(1) **Statement of Work/Specifications/Changes to SOW for Modifications**—The controlling technical document that outlines the essential characteristics of the item, service, material, or equipment required. Generally, a **Statement of Work** applies to service, research, and consultant type acquisitions; a **purchase description** to materials and equipment; and a **specification** to construction acquisitions. The Statement of Work is a detailed description of what the U.S. Government intends to acquire. It describes what is to be supplied, what is to be done, and the quantity, quality, and time frames required. **This document is required for all new contracts and new task/delivery orders.** See 6 FAH-2 H-340 for detailed instructions on preparing the Statement of Work. In addition, if a modification to a contract will result in changes to the Statement of Work, those changes must be provided.

(2) **Inherently Governmental Function Determination**—The Federal Acquisition Regulation (FAR), Subpart 7.5, requires a written determination that none of the functions to be performed are inherently governmental. An "inherently governmental function" is defined as a function that is so intimately related to the public interest that U.S. Government employees must perform it. This written determination should address the conditions and facts that restrict the discretionary authority, decision-making responsibility, or accountability of U.S. Government officials using contractor services or work products. **This is required for all new contracts.**

(3) **Independent Government Cost Estimate (IGCE)**—The IGCE is the requirements office's estimate of the maximum probable cost for the supplies or services. See 6 FAH-2 H-350 for instructions and a sample format for preparing the IGCE. **This is required for all new contracts, delivery/task orders, and any modifications that result in a monetary change to the contract.** An IGCE is **not** required if the modification is the exercise of a priced option.

(4) **Funding/Requisition Document**—The document that provides the funds citation and the certification of funding availability, if this information is not already completed in blocks 5a. and 5b. of the forms. **A funds cite and certification of availability are required for all new contracts, delivery/task orders, and any modifications that add money to the contract.**

(5) **COR Nomination Form**—A memorandum prepared by an individual one level above the prospective COR that indicates that individual's training and experience. See 6 FAH-2 H-143 Exhibit H-143.2A for a sample format. **This is required for new contracts.** If the COR will not be formally named until after the contract is awarded, it is not necessary to submit the nomination form at this time. See the instructions for Block 6 of the appropriate procurement request form.

(6) **DD- 254, Contract Security Classification Specification**—The DD Form—254 is the basic document for conveying to the contractor the security classification requirements. It identifies the classified areas in the contract and the specific items of information requiring classification protection. **The Form DD 254 must be submitted for all contract actions that involve access to classified information by contractor personnel.**

(7) **Necessary Approvals**—Approvals from cognizant offices are required before processing certain acquisition actions. See 6 FAH-2 H-332 Exhibit H-332.1 for a listing of these approvals. **This is required for new contract actions, if any approvals are necessary.**

(8) **Technical Evaluation Criteria and Plan**—The technical evaluation criteria is the criteria that will be used to determine which proposal will receive the award. **It is**

required for all new contracts, which will be competitively negotiated where a formal technical evaluation will take place. Also provide the technical evaluation plan, if the Contracting Officer requires that it be submitted with the request. The plan includes the evaluation criteria to be used and instructions for technical proposal evaluation. The appropriate contracting activity should be contacted for guidance in preparing the plan. See 6 FAH-2 H-360 for further information on evaluation criteria and evaluation plans. If the contract will be awarded using the low price, acceptable method, evaluation criteria and a plan may not be required. It is best to check with the contracting activity to see what form of evaluation will be used before preparing these attachments.

(9) **List of Recommended Technical Evaluation Panel Members**—This is a list of recommended members of the Technical Evaluation Panel (TEP). The TEP consists of those individuals who are determined to be technically competent to identify the strengths and weaknesses of the proposals. The Contracting Officer will approve the list. In most instances, the COR is appointed as the Chairperson of the TEP. See 6 FAH-2 H-400 for more detailed information on the responsibilities of TEP members. **This is required for new contracts that are recommended for competitive negotiations.**

(10) **Justification for Other Than Full and Open Competition (JOFOC)**—The requirements office must prepare a JOFOC which details the reasons why it is impossible or impracticable to obtain full and open competition for the acquisition. See 6 FAH-2 H-374 for instructions regarding the preparation of the JOFOC and required approvals. **This is required for all noncompetitive actions, including modifications for work outside the scope of the contract.**

(11) **Recommended Source List**—Provide a list of recommended sources, if known. In addition to sources obtained from synopses published in the *Commerce Business Daily* (CBD), CORs are often aware of potential sources. The Office of Small and Disadvantaged Business Utilization may also be contacted to identify small, small and disadvantaged, and women-owned businesses as potential sources. **This may be provided for new contract actions.**

(12) **Shipping Instructions**—This may be provided for new contracts, if the requirements office has specific shipping instructions that you want the Contracting Officer to include in the contract.

(13) **Special Provisions and Instructions**—This may be provided for new contract actions or modifications. Examples include proposed payment provisions which are other than the usual fixed-price or cost-reimbursement arrangements; suggested contract clauses that are not in the FAR or DOSAR (key personnel, U.S. Government-furnished property, etc.); and any other information which should be provided to the Contracting Officer. Note that it is the Contracting Officer's responsibility to determine whether or not the proposed special provisions or instructions are appropriate.

6 FAH-2 H-333 THROUGH H-339 UNASSIGNED

(TL: CORH-1; 08-21-1997)

6 FAH-2 H-332 Exhibit H-332A—Continued

INSTRUCTIONS FOR COMPLETING THE FORM DS-1969

- Block 1a.** Provide a brief description of the supplies or services.
- Block 1b.** Enter the requisition number, if the requirements office assigns one in order to track the action.
- Block 1c.** Enter the date the form was prepared.
- Block 2a.** If the action is a new contract or delivery order, indicate the type of action by checking the appropriate block, i.e., competitive, noncompetitive, set-aside under the 8(a) program, or a delivery order under an existing contract.
- Block 2b.** If the action is a modification to an existing contract or delivery/task order, enter the contract number and delivery order number (if applicable).
- Block 3a.** Provide an estimate of the *total* dollar amount of the contract, including any option periods.
- Block 3b.** Enter the dollar amount of the funding which is being provided at this time.
- Block 4a.** Enter the period of performance that the basic contract or modification will cover, e.g., 1 year, if the action is for a new contract or the modification extends the timeframe.
- Block 4b.** If the contract will have option periods, indicate how many (e.g., 4) and the period of performance of each option period (e.g., 1 year each).
- Block 5a.** Enter the funds cite for the amount of funding being provided at this time. If the requirements office or contracting activity uses a separate document to provide this information (e.g., DS-1089R), enter "N/A".
- Block 5b.** Provide the signature of the individual who is authorized to certify that the funds are available. If the requirements office or contracting activity uses a separate document to provide this information (e.g., DS-1089R), enter "N/A".
- Block 6.** Enter the name, office, division, and telephone number of the Contracting Officer's Representative. If the COR will not be formally named until the contract is awarded, indicate this in this block.
- Block 7.** Indicate if this action was included in the Advance Acquisition Plan (AAP). If so, provide the AAP Number, if any was assigned. If the action was not included in the AAP, then indicate which acquisition this action will displace, if any, and/or any other changes in the AAP.
- Block 8.** Provide the signatures and titles of the appropriate requesting and approving officials.
- Block 9.** Check the appropriate blocks to indicate which attachments are included in the procurement request package.

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FORM 10-96 **DS-1970**

6 FAH-2 H-332 Exhibit H-332B—Continued

INSTRUCTIONS FOR COMPLETING THE FORM DS-1970

- Block 1a.** Provide a brief description of the supplies or services.
- Block 1b.** Enter the requisition number, if the requirements office assigns one in order to track the action. Otherwise, enter "N/A".
- Block 1c.** Enter the date the form was prepared.
- Block 2a.** If the action is for a new contract or delivery order under an existing contract, check the appropriate block.
- Block 2b.** If the action is a modification to an existing contract or delivery/task order, check the appropriate block and enter the contract number and delivery order number *(if applicable)*.
- Block 3a.** Provide an estimate of the **total** dollar amount of the contract, including any option periods.
- Block 3b.** Enter the dollar amount of the funding which is being provided at this time.
- Block 4a.** Enter the period of performance that the basic modification or contract will cover, e.g., 1 year, if the action is for a new contract or the modification extends the period of performance.
- Block 4b.** If the contract will have option periods, indicate how many (e.g., 4) and the period of performance of each (e.g., 1 year each).
- Block 5a.** Enter the funds cite for the amount of funding provided at this time. If the requirements office or contracting activity uses a separate document to provide this information, enter "N/A".
- Block 5b.** Provide the signature of the individual who is authorized to certify that the funds are available. If the requirements office or contracting activity uses a separate document to provide this information, enter "N/A".
- Block 6.** Enter the name, office, division, and telephone number of the Contracting Officer's Representative. If the COR will not be formally named until the contract is awarded, indicate "will be designated at the time of contract award".
- Block 7.** Indicate if this action was included in the Advance Acquisition Plan (AAP). If so, provide the AAP Number, if the contracting activity assigned one. If the action was not included in the AAP, indicate which acquisition action this action will displace, if any, and/or any other changes in the AAP.
- Block 8.** Provide the names, titles, offices, and signatures of the appropriate requesting official and the approving official. If the requesting and approving official are the same individual, then only complete the information in the "Approving Official" block.
- Block 9.** Check the appropriate block(s) to indicate which attachments are included.

6 FAH-2 H-332 Exhibit H-332.1

CLEARANCE REQUIREMENTS FOR MISCELLANEOUS SUPPLIES AND SERVICES

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ITEM	APPLICATION		APPROVAL OFFICE	NOTES
	Domestic	Abroad		
(1) Air Conditioners	Y	N	A/OPR/FMSS/B	
(2) Aircraft Rental	Y	N	A/OPR/ST/TD	Charters aircraft; also clears requests by other Department offices for rental or charter of aircraft to transport Government personnel and/or commodities; exempt from this clearance are requirements for leasing aircraft which are not primarily meant to transport Government personnel and/or commodities, e.g., leasing of aircraft for program support by the Bureau of International Narcotics and Law Enforcement Affairs.
(3) Audiovisual Productions	Y	N	PA/PRESS	
(4) Building Maintenance/Services	Y	N	A/OPR/FMSS/BM	
(5) Classified Requirements	Y	N	DS/DSS	
(6) Construction/Renovation	Y	Y	Domestic: A/OPR/FMSS/B A/OPR/RPM Abroad: A/FBO Post Occupational Safety and Health Officer (POSHO)	During planning and prior to execution.

(7) Circuitry—Leased	Y	Y	Domestic: A/IM/ITI Abroad: A/DTS-PO	Any leased circuitry with domestic and/or overseas applications, and used to support voice, data, and/or record communications.
(8) Copying Equipment: Copiers and Cameras	Y	N	A/IM/CST/MMS PA/PRESS	Covers lease, purchase, or rental and includes color copiers and color printers rated at 3 copies per minute or faster. PA/PRESS covers cameras only.
(9) Desktop Publishing:			Domestic: A/IM/CST/MMS Abroad: A/IM/ CST/MMS Regional Bureau	Covers lease or purchase, includes specialized hardware and software for pagemaking, typesetting, and publication production.
a. Equipment and Support	Y	N		
b. Foreign Language Desktop Publishing	Y	N		
(10) Educational Technology	Y	Y	M/FSI (respective schools)	
(11) Federal Information Resources	Y	Y	A/IM/RM A/IM/RM	All Agency Procurement Requests Processing (FIP) (APRs). A brief but specific description of the FIP resources whose estimated total value exceeds the simplified acquisition threshold. All GWACs not opened for Department use by A/IM/RM. All delivery orders exceeding the simplified acquisition threshold that are part of an interagency acquisition including GSA Schedule contracts. All equipment and services ordered under contract between Department and Wang. NOTE: Contact A/IM/RM to request a waiver to these approval and clearance requirements.
(12) Filing Equipment: Filing Cabinets, Safes, and Moving, Vertical, and Rotary Files	Y	Y	A/IM/RM A/OPR/FMSS/B A/OPR/RPM	Structural surveys of floor for excessively heavy filing systems.

(13) Filming Services: Motion Picture Filming, Video Taping	Y	Y	A/OPR/FMSS/VPU PA/PRESS	
(14) Financial Systems	Y	Y	FMP/FMS FMP/F/IFS/FSC/P FMP/F/IFS/FSC/M FMP/F/IFS/FSC/B FMP/F/FSC/C	Covers standards for and program direction to requirements analysis, development, implementation, and maintenance of worldwide financial management systems.
(15) Furnishings/ Furniture	Y	Y	Domestic: A/OPR/ACQ A/OPR/RPM Abroad: A/FBO/IDF	A/OPR/RPM must approve of and/or develop plans for systems furniture prior to order being placed to ensure handicap, fire safety, and requirements are met.
(16) Generators/Generator-Related Items	Y	N	A/OPR/FMSS/B	
(17) Government Publications: Books, Magazines, Newspapers	Y	N	For Government publications: A/IM/CST/MMS For commercial publications: A/IM/IPS/LIBR	Covers purchase and subscription.
(18) Graphic Equipment: Drafting, Plotting, Other Drawing Equipment	Y	N	A/IM/CST/MMS A/OPR/RPM	Covers lease or purchase. A/OPR/RPM must clear on location to ensure floor load capacity is not exceeded.
(19) Graphic Services: Art Work, Designs, Presentations, Slides, Charts	Y	N	A/IM/CST/MMS	
(20) Hazardous/Safety Related Materials for Use by Government Contractor Personnel	Y	Y	Domestic: A/OPR/FMSS A/OPR/SHM A/OPR/RPM	

Contractor Personnel: Chemicals, Products, Health Protective Equipment, Fire Detection and Suppression Equipment			Abroad: POSHO	
(21) Language Services: Translators, Interpreters	Y	N	A/OPR/LS	Only A/OPR/LS has delegated authority to contract for Escort interpreters and translators domestically. All requests should be forwarded to LS in accordance with 6 FAM 1500 .
(22) Language Training Y	Y		M/FSI/SLS	
(23) Medical Equipment & Medical Professional Personnel	Y	N	M/DGP/MED	
(24) Microimage Equipment: Microfilm/Microfiche Cameras, Computer Output to Microfilm Devices Film, Processors, Film load Readers and Reader Printers, Optical or Compact Disk Imaging, Storage Devices	Y	N	A/IM/IPS/AAS A/OPR/RPM	Covers lease or purchase. A/OPR/RPM must clear on equipment where weight and location need to be reviewed to ensure the floor capacity is not exceeded.
(25) Microwave Ovens	Y	N	Executive Director of Requesting Bureau & A/OPR/FMSS/B	
(26) Motor Vehicle	Y	N	A/OPR/FMSS/GS/FMO	Executes all orders for vehicle acquisitions. Must clear all justifications for vehicle acquisitions and provides guidance concerning technical matters, the FPMR, and applicable legislation. Requesting offices fund services through working capital fund obligation.

(27) Name Retrievable Systems	Y	Y	Domestic: A/IM/IPS Abroad: A/IM/IPS Regional Bureau	Related to data on private citizens.
(28) Office Space	Y	Y	Domestic: A/OPR/FMSS/B A/OPR/RPM Abroad: A/FBO	Leasing Space by contract or subcontract.
(29) Office Renovations	Y	Y	Domestic: A/OPR/FMSS/B A/OPR/RPM Abroad: A/FBO	Covers renovation studies.
(30) Paper: Continuous Feed, Xerographic, Other	Y	N	A/OPR/ST/SD/SL	Requisitions must be sent to ST/S/SL before initiating purchase.
(31) Passenger Ground	Y	N	A/OPR/FMSS/GS/FMO	Executes all orders for passenger Transportation ground transportation by bus, automobile, or charter motor coach. Requesting offices fund services through working capital obligation.
(32) Personal Services	Y	Y	PER/OE and/or Regional Bureaus	
(33) Printing, Typesetting	Y	N	A/IM/CST/MMS	Includes typesetting by graphic design contractors or other printing services provided as part of broader contract obligations.
(34) Printing Equipment	Y	N	A/IM/CST/MMS A/OPR/FMSS/B	Includes high-speed printers (rated over 15 copies per minute) that are on- or off-line. A/OPR/FMSS/B clearance required for excessively heavy equipment that could create floor load problems.

(35) Radios	Y	Y	A/IM/ITI A/OPR/FMSS/B	A/OPR/FMSS/B clearance required for antenna fixed to or set on top of Department domestic facility.
(36) Refrigerators	Y	N	Executive Director of Requesting Bureau	
(37) Residences (Leased)	N	Y	RSO	
(38) Satellite Systems	Y	Y	A/IM/ITI	
(39) Shielded Enclosures	Y	Y	A/OPR/RPM A/OPR/FMSS/B	
(40) Corridor Signs (MS)	Y	N	A/OPR/FMSS/GS/TS A/OPR/FMSS/GS/BU	
(41) Tempest Equipment and Systems	Y	Y	Domestic: A/IM/ITI Abroad: A/IM/ITI & Regional Bureau	
(42) Telecommunications, Telephone Equipment, Accessories	Y	Y	Domestic: A/IM/ITI Abroad: A/IM/ITI	
(43) Telefax, Facsimile Machine	Y	Y	A/IM/ITI	
(44) Telephone Service (Local/Long Distance)	Y	Y	A/IM/ITI	
(45) Televisions, Video Cassette Players/Recorders	Y	N	A/OPR	

